

ARIZONA STATE BOARD OF MASSAGE THERAPY

**It is your responsibility to make sure you meet ALL the requirements.
Your school has to be on our approved school list before you apply.**

First, determine what kind of application will be filed, *Reciprocity* or *Regular*.
If you don't meet the requirements for **Reciprocity** then have to apply as a **Regular** applicant.

RECIPROCITY applies to applicants *from other states* who meet Provision 1 or Provision 2 as stated below:

1. **Provision 1** covers an applicant who has been STATE licensed for at least five continuous years in another licensed state immediately before the application date. This applicant will have:

- A. Graduated from a board-approved school* in another state with at least 500 hours, **OR**
- B. Been grandfathered into STATE licensing in another state by a state licensing authority and currently meet the standards of the licensing authority.

2. **Provision 2** covers an applicant who holds current certification from the NCBTMB or another agency the Board recognizes as meeting equivalent educational and training standards. This applicant will have:

- A. Graduated from a board-approved school in another state with at least 500 hours.

REGULAR is for all other applicants.

1. The applicant has graduated from an approved school* with at least 700 hours. Unless the applicant graduated from a Title IV school in Arizona, the applicant must also pass an exam for State Licensing given by the Federation Board (MBLEX) or the National Certification Board for Therapeutic Massage and Bodywork.

* The "Approved School List" is on the Board website under the *Massage Schools* tab. If the applicant's massage school is not in Arizona and it is not on the "Approved School List", the school must complete and submit a "School Application" (found under the *Forms* tab on the Board website). The school must be approved before the applicant may apply. Allow 30 business days before inquiring as to the status of the school's application for approval.

After determining which kind of application will be submitted, refer to the "Application and instructions for Licensure" on our website under "Forms".

BE AWARE THAT DOCUMENTS COMING FROM OUT OF STATE ALWAYS TAKE THE LONGEST TO ARRIVE. REQUEST DOCUMENTS TO BE SENT ASAP. WE HOLD DOCUMENTS FOR 1 YEAR. ALL TRANSCRIPTS MUST COME FROM A SCHOOL FOUND ON OUR APPROVED SCHOOL LIST.

FAQ.

1. Should I include copies of my transcripts and my test scores with my application?

This is not necessary. It only creates overload in your file.

2. What if my massage school has closed?

You need to contact the state agency that governs massage schools in that state and request the transcripts to be sent to us directly to us. This agency will also fill out the school form if your school is not on the approved school list.

3. If the school is closed, and I have the transcripts, can I send a copy of them?

This is the exception. You can send them, but you must have the state agency send us an official letter stating that they do not have the transcripts.

4. What happens once I turn in my application? The process of licensure begins. If there is a deficiency, you will receive a letter in the mail. You can check our website for your name and status. We are allowed 180 days to process. Once an application is complete your license will be mailed to address of record.